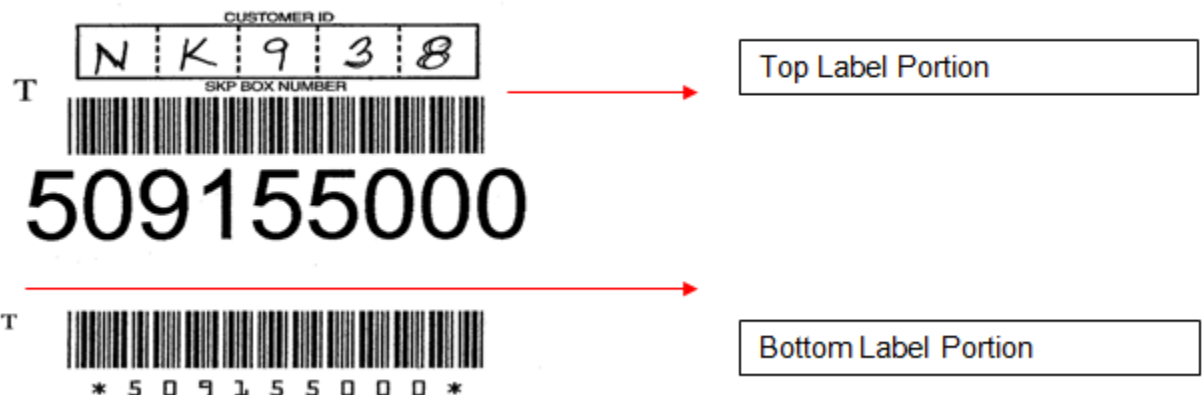


## Off-Site Storage of Inactive Records

The City of Hampton has contracted with Iron Mountain Records Management Company to provide storage services for the City's inactive records. Iron Mountain will pick up your boxes, take them to their warehouse in Norfolk, and store them at no cost to your department. You may retrieve anything you send, but the City is charged for this service, so off-site storage is recommended only for inactive records.

### HOW TO TRANSFER RECORDS TO OFF-SITE STORAGE WITH IRON MOUNTAIN:

1. Place records in [standard record boxes](#) (12" x 10" x 15"), that meet the Library of Virginia's specifications. These are available from almost any office supply store. Boxes should be strong enough to sustain the weight of two boxes placed on top without collapsing. It is not necessary to tape the lids.
2. It is recommended that you organize your records by destruction date, and put similar records together. If you are unsure what the destruction date should be, contact the Records Manager at 757-727-6085.
3. Complete a [Records Transmittal form](#) for each box with the following information:
  1. Customer Number: NK938 (this number applies to all City departments).
  2. Customer Name: City of Hampton.
  3. Department I.D.: this is a code assigned by the Records Manager when you open a storage account with Iron Mountain.
  4. Date range of records: indicate the earliest date and the latest date.
  5. Major and minor descriptors of records (Hint: Do **NOT** use abbreviations or acronyms that may not be widely understood).
  6. Destruction date of records (Hint: Do **NOT** mark "Permanent" or "Undefined.")
  7. [CLICK HERE FOR AN EXAMPLE OF A COMPLETED RECORDS TRANSMITTAL.](#)
4. Prepare a label for each box with the Customer I.D. number (NK938). Peel off the top part of the label and affix it to the narrow end of the box. Peel off the bottom part of the label and affix it to the Records Transmittal Form.



## **BOX LABEL**

5. Make a copy of the Records Transmittal form for your files if necessary; the original is for Iron Mountain. Scan and send a copy of the Records Transmittal form to the Records Manager by email.
6. E-mail or call Debbie Wolff at x76085. We will verify the box information and arrange for a pick-up; information will also be verified once it's added into [IM Connect](#) (please allow three business days for data entry).

NOTE: WE MUST RECEIVE A COPY OF YOUR RECORDS TRANSMITTAL FORM BEFORE WE WILL ORDER A PICK UP. All drop offs and pickups are scheduled for Fridays to reduce transportation charges.

7. Fill out and have the Iron Mountain driver sign the Pick-Up Receipt. Retain until the boxes have been received at Iron Mountain and the data verified by the Department of Archives and Records Management (approximately 5 business days).